

# TECHNICAL COLLEGE SYSTEM OF GEORGIA

ACADEMIC AFFAIRS DIVISION – OFFICE OF TECHNICAL EDUCATION

## INFORMATION TICKET

Date: 8/28/2024

Prepared by: Sasha Kahiga      Email: skahiga@tcsg.edu

Process	Action Required
<input type="checkbox"/> Curriculum Revision	<input type="checkbox"/> Notify Appropriate Personnel
<input type="checkbox"/> Course Revision	<input checked="" type="checkbox"/> Submit Vote
<input checked="" type="checkbox"/> Probe Notice	Submit Vote by: 10/11/2024
<input type="checkbox"/> Probe Feedback	<input type="checkbox"/> Notify Faculty and Administration
<input type="checkbox"/> Probe Outcome	<input type="checkbox"/> Information Only
<input type="checkbox"/> Other	

**PAS Group Title/PAS Code: Medical Assisting/0830**

Program Standard Title/Major Code(s) and/or Course Standard Title/Course Code(s):	
Fundamentals of Medical Assisting TCC/FF61	Pharmacology in the Medical Office/MAST 1030
Advanced Medical Assisting TCC/AM81	Front Office and Legal Implications/MAST 1061
Medical Assisting/MA22	Medical Assisting Skills I/MAST 1080
Associate of Applied Science in Allied Health Profession/AFA3 (replacing Medical Assisting/MA23)	Fundamental Skills and Human Diseases/MAST 1081
	Medical Assisting II/MAST 1090
	Medical Assisting Advanced Skills/MAST 1091
	Insurance and Claims Management/MAST 1112
	Human Diseases/MAST 1120
	Medical Assisting Externship & Seminar/MAST 1130

### TICKET INFORMATION:

The Medical Assisting IFCC met on August 28th, 2024, to review the modifications of the previously proposed revisions presented by the IFCC Executive Board at the March 21, 2024, IFCC meeting. Based on the decisions made by the IFCC, the IFCC voted in agreement with the proposed revisions presented by the Executive Board during the August 28<sup>th</sup>, 2024, meeting. The revisions voted in by the IFCC are as follows,

**FF61: Fundamentals of Medical Assisting TCC (newly proposed TCC)**

Course	Relation	Credit Hours	Contact Hours
MAST 1061: Front Office & Legal Implications (Combination of MAST 1010 & MAST 1060)	AND	6hrs	105hrs
MAST 1112: Insurance and Claims Management (Combination of MAST 1100 & MAST 1110)	AND	5hrs	150hrs
<b>ALHS 1011 or MAST 1120</b>			
ALHS 1011: Structure & Function of the Human Body	OR	5hrs	75hrs
MAST 1120: Human Diseases	OR	3hrs	60hrs
<b>MAST 1080 or MAST 1081</b>			
MAST 1080: Medical Assisting Skills I	OR	4hrs	135hrs
MAST 1081: Fundamental Skills and Human Diseases (Combination of MAST 1080 & MAST 1120)	OR	7hrs	195hrs

- Total Credit Hours: **18hrs-23hrs**
- Total Contact Hours: **450hrs-525hrs**
- **This new TCC is an additional KMS option for colleges to adopt. It provides students with an entry point into the Medical Assisting profession and eligibility to sit for the Medical Administrative Assistant Certification (CMAA) or Medical Office Assistant (NCMOA) national certifications.**

**AM81: Advanced Medical Assisting TCC (newly proposed TCC)**

Course	Relation	Credit Hours	Contact Hours
MAST 1061: Front Office & Legal Implications (Combination of MAST 1010 & MAST 1060)	AND	6hrs	105hrs
MAST 1112: Insurance and Claims Management (Combination of MAST 1100 & MAST 1110)	AND	5hrs	150hrs
<b>ALHS 1011 or MAST 1120</b>			
ALHS 1011: Structure & Function of the Human Body	OR	5hrs	75hrs
MAST 1120: Human Diseases	OR	3hrs	60hrs
<b>MAST 1080 or MAST 1081</b>			
MAST 1080: Medical Assisting Skills I	OR	4hrs	135hrs
MAST 1081: Fundamental Skills and Human Diseases	OR	7hrs	195hrs

(Combination of MAST 1080 & MAST 1120)			
<b>MAST 1090 or MAST 1091</b>			
MAST 1090: Medical Assisting Skills II	OR	4hrs	135hrs
MAST 1091: Medical Assisting Advanced Skills	OR	4hrs	135hrs
MAST 1030: Pharmacology in the Medical Office	AND	4hrs	60hrs
MAST 1130: Medical Assisting Externship & Seminar (Combination of MAST 1170 & MAST 1180)	AND	8hrs	220hrs

- Total Credit Hours: **34hrs-39hrs**
- Total Contact Hours: **865hrs-940hrs**
- **This new TCC is an additional KMS option for colleges to adopt. It provides students with advanced skills beyond the fundamental TCC. It provides students with the eligibility to sit for the Certified Medical Assistant Certification (AAMA), Certified Clinical Medical Assistant (CCMA), or Registered Medical Assistant (RMA) national certifications.**
- **According to the TCSG Policy and Procedure manual, the minimum credit hours fall within the TCC range, and the maximum hours fall within the diploma. However, the program will reflect as a TCC within the curriculum database.**

**MA22: Medical Assisting (202512)**

Course	Relation	Credit Hours	Contact Hours
English Requirement (ENGL 1010 or 1005)	AND	3hrs	45hrs
Math Requirement (MATH 1012 or 1005)	AND	3hrs	45hrs
Psychology Requirement (PSYC 1010)	AND	3hrs	45hrs
Computer Requirement (COMP 1000)	AND	3hrs	65hrs
Medical Terminology Requirement (ALHS 1090)	AND	2hrs	30hrs
MAST 1061: Front Office & Legal Implications (Combination of MAST 1010 & MAST 1060)	AND	6hrs	105hrs
MAST 1112: Insurance and Claims Management (Combination of MAST 1100 & MAST 1110)	AND	5hrs	150hrs
<b>ALHS 1011 or MAST 1120</b>			
ALHS 1011: Structure & Function of the Human Body	OR	5hrs	75hrs
MAST 1120: Human Diseases	OR	3hrs	60hrs
<b>MAST 1080 or MAST 1081</b>			
MAST 1080: Medical Assisting Skills I	OR	4hrs	135hrs
MAST 1081: Fundamental Skills and Human Diseases (Combination of MAST 1080 & MAST 1120)	OR	7hrs	195hrs
<b>MAST 1090 or MAST 1091</b>			
MAST 1090: Medical Assisting Skills II	OR	4hrs	135hrs
MAST 1091: Medical Assisting Advanced Skills	OR	4hrs	135hrs
MAST 1030: Pharmacology in the Medical Office	AND	4hrs	60hrs
MAST 1130: Medical Assisting Externship & Seminar	AND	8hrs	220hrs

(Combination of MAST 1170 & MAST 1180)			
--	--	--	--

- Total Credit Hours: **48hrs-53hrs**
- Total Contact Hours: **1095hrs-1170hrs**
- The revisions of the MAST courses resulted in the 202512 version of the MA22: Medical Assisting diploma program.
- The overall program credit hours decreased from 53 hours to a minimum of 48 credit hours.
- The overall program contact hours decreased from 1170 hours to a minimum of 1095 contact hours.

**AFA3: Associate of Applied Science in Allied  
Health Professions (202412)**

Course	Relation	Credit Hours	Contact Hours
Area I: Language Arts & Communication	AND	3hrs	45hrs
Area II: Science/Behavioral Sciences	AND	3hrs	45hrs
Area III: Natural Sciences and Mathematics	AND	3hrs	45hrs
Area IV: Humanities and Fine Arts	AND	3hrs	45hrs
General Education Core Elective	AND	3hrs	45hrs
Biology Requirement (BIOL 2113/L & BIOL 2114/L)	AND	8hrs	180hrs
Medical Terminology Requirement (ALHS 1090)	AND	2hrs	30hrs
Computer Requirement (COMP 1000)	AND	3hrs	65hrs
<b>Human Diseases or Elective Requirement</b>			
MAST 1120: Human Diseases	OR	3hrs	60hrs
XXXX xxxx: Elective	OR	3hrs	45hrs
MAST 1061: Front Office & Legal Implications	AND	6hrs	105hrs
MAST 1112: Insurance and Claims Management	AND	5hrs	150hrs
<b>MAST 1080 or MAST 1081</b>			
MAST 1080: Medical Assisting Skills I	OR	4hrs	135hrs
MAST 1081: Fundamental Skills and Human Diseases	OR	7hrs	195hrs
<b>MAST 1090 or MAST 1091</b>			
MAST 1090: Medical Assisting Skills II	OR	4hrs	135hrs
MAST 1091: Medical Assisting Advanced Skills	OR	4hrs	135hrs
MAST 1030: Pharmacology in the Medical Office	AND	4hrs	60hrs
MAST 1130: Medical Assisting Externship & Seminar	AND	8hrs	220hrs

- Total Credit Hours: **62hrs-65hrs**
- Total Contact Hours: **1350hrs-1425hrs**
- The M23: Medical Assisting degree will be transitioned into the AFA3: Associate of Applied Science in Allied Health Professions degree.

- The overall program credit hours remained at a minimum of 62 hours. However, based on the new “or” option selections, the degree will have a credit hours range from 62hrs to 65hrs.
- The overall program contact hours decreased from 1365 hours to a minimum of 1350 contact hours.

Colleges can review the PROBE documents in detail and submit votes no later than October 11<sup>th</sup>.